

Lansdowne Public Library Meeting Minutes
January 20, 2026

Attendance: Sarah Berkowitz, Marie Campuzano, John Green, Mark Lewis, Ellen Lustgarten, Bill Paterson, and Jobi Zink were in attendance. Julian Shendelman attended via Zoom.

The meeting was called to order at 7:00 P.M.

Introductions

John Green was introduced as the new council liaison and added to the board roster.

Minutes

There were no corrections or changes to the December meeting minutes. Ellen made the motion to approve the minutes, and seconded by Mark. The minutes were approved.

Treasurer's report

Ellen provided the Treasurer's report for December. The account balances for December 31 were as follows:

\$8,835.20	Checking Account
\$ 12,102.99	Money Market
\$151,718.36	PA Invest
\$94,564	Vanguard

\$267,586.17 Total assets.

Bills paid this month totaled \$12,791.63. 91% of the bills (\$11,640) were for collections. The Vanguard account saw a 14% increase.

December YTD Budget vs. Actual Report

Total budgeted for the year was \$882,665. Total expenses were \$879,048 leaving a net of \$3,617. 8% was spent on the collections, though this figure may be lower as the final budget for 2025 still needs to be reconciled with the borough. Ellen expects to have the final FY2025 budget reconciliation at the February meeting.

Jobi made the motion to accept the treasurer's report and the budget. Mark seconded the motion.

DCLS Meeting

Ellen reported on the December DCLS [meeting](#). A complete audit is required each year that a library receives more than \$50,000 in state aid. Complete audits cost \$7,000 a year while off-year audits only cost \$3,500. The library can choose to accept only \$49,999.

Mark will attend the DCLS meeting on February 19 at 6:30 via Zoom.

Library Trustees will be invited to the State Legislative Breakfast at the Middletown Road Library at 7:30 a.m. on March 6.

Friends of the Library

The Friends January meeting was not held due to the weather and holiday. The next meeting will be in February.

Strategic Plan

Mark presented the Strategic Plan with feedback from the last board meeting incorporated. The following points were discussed:

Goal 1: Inform patrons about Library operations and enhance our ability to gather feedback.

1.2 Improve Event Promotion

The board confirmed that “event promotion” is limited to library events in the context of the strategic plan.

1.3 Collaborate with local organizations

Library staff can identify potential partner organizations by reviewing past project partners and determining what worked. Staff should be able to provide or point to resources within the community. For example, the library does not have a 3D printer but Utility Works does.

1.4 Strengthen community participation in Library by increasing accessibility of Board of Trustees meetings

The board will establish guidelines for public participation in the comment section of their monthly meetings. The Board Secretary will provide quarterly highlights of board activities for the library newsletter.

Goal 2: Provide a safe, welcoming, and accessible community center for all visitors

2.1 Regularly review accessibility

“A proposal toward implementation” will be added to “evaluate accessibility”

2.2 Support patrons building community

The staff can highlight community-facing events utilizing the Bany Room by highlighting public events on the library calendar. The board discussed whether it was necessary for board members to host public events. Working within our personal networks hosting trial events could be a way to set an example of public non-library events hosted in the space.

2.3 Continue refining Library's portfolio of services

Reviewing reference questions will provide insight into what services our patrons are in need of. Staff will determine which services can be added. Fee structures, rules of use (onsite only vs. available for checkout), and waivers may be necessary, especially for a tool library.

2.4 Consider the open hours of the Library as a factor in how it meets the needs of the community

Language will be revised to "modifying hours" rather than "expanded" to allow changes to limit hours as necessary.

4. Expansion

The Ad Hoc Committee should be referenced as the Ad Hoc Building Committee. The AHBC must have at least one representative from the library board. The expansion plan should document the division of labor and ideally identify the library's role in fundraising.

Mark will make edits in the strategic plan using Track Changes with the goal of approving the Strategic Plan at the February meeting.

Board Training Report

The board training report was tabled due to time,

Director's Report

Bill reported that both the fire and security alarm systems are being updated. Marcus has fixed the mirror at the end of the alley. The oil odor in the basement in the old library building cannot be addressed until the spring. There is a new "Library Parking Only" sign.

Mark asked how the staff was handling processing new acquisitions with the closing of Baker & Taylor. Margie is looking for a more affordable option.

Marie will ask for an ad-hoc building meeting in February.

Public Comments

There were no public comments.

Next Board meeting

The next meeting will be on Tuesday, February 17 at 7 in the Bany Room. Sarah and Mark will report on the Trustee Training session they attended in November.

The meeting was adjourned at 8:38

JZ

2/8/26 Rev. 2/18/26